



**MINUTES**  
**Economic Development Authority**  
**November 21, 2019**

**CALL TO ORDER**

The Economic Development Authority meeting was called to order at 5:32 pm.

**Present:** Chair: Jahn Dyvik; Vice Chair: Lori Goodsell (arrived at 5:58 pm); Board: Tim Hultmann, Michelle Jerde, Tom Skjaret, Deirdre Kvale, and Charlie Miner

**Staff Present:** City Administrator/Executive Director: Scott Weske

**Absent:** None

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

*A motion was made by Jerde, seconded by Hultmann, to approve the agenda. Ayes: all.*

**CONSENT AGENDA**

A. Approve Minutes of October 22, 2019 EDA Meeting

*A motion was made by Miner, seconded by Jerde, to approve the minutes of the October 22, 2019 EDA meeting. Ayes: all.*

**OPEN CORRESPONDENCE**

Neil Weber, 2280 Watertown Road, stated that they are on the agenda for December 17, 2019 to present a plan for the Virginia Avenue property. He encouraged the EDA to contact him if they have questions because he knows the time may be limited during their presentation. He gave a brief overview of his personal history in the area and noted that his intent is to get information out to the EDA prior to the meeting on December 17, 2019 so they have time to look things over and ask questions.

**BUSINESS ITEMS**

**Continue Discussion of Working Draft of Request for Proposals for EDA-Owned Property at 1905 Wayzata Boulevard W**

Scott Weske, Executive Director, gave a brief summary of the draft RFP for the former BP site. He stated that after getting some feedback from the EDA some of the wording has been adjusted. He asked when the EDA would like to start the timeline.

Chair Dyvik commented that he didn't see any discussion regarding the level of clean-up that the City took care of and asked if it was clear that there could not be a full basement put in. He noted that he wants to make sure the City is transparent.

Weske stated that he believes there are references to the deed restrictions.

Chair Dyvik stated that perhaps it should state that there had been a gas station at this location and that there had been some contamination.

Weske explained that he plans to advertise the RFPs in a similar fashion as to what was done for the Virginia Avenue project.

Chair Dyvik suggested that the RFP also reference that buildings and structures have been removed from the site.

The EDA discussed the potential timeline and the option of keeping it open a bit longer so there are not conflicts with the holidays. They discussed a 10-week period beginning December 1, 2019, with a pre-proposal options at 6 weeks.

*A motion was made by Skjaret, seconded by Jerde, to direct staff to release the RFP for the 1905 Wayzata Boulevard W on December 2, 2019, with the pre-proposal meeting to be held six weeks later, allowing submission to be open for 10 weeks concluding at end of day or 4:00 p.m. on Monday, February 10, 2019. Ayes: all.*

### **Advisory on Upcoming EDA Member Expiring Term**

Executive Director Weske noted that after the meeting information was printed, Board member Goodsell contacted City Clerk Moeller and expressed her interest in being reappointed to serve on the EDA. He stated that the EDA will take action on December 17, 2019 to make a recommendation to the Council on the appointment.

### **OTHER BUSINESS**

Board member Skjaret stated that since the EDA is not pressured for time, he would like to discuss the possibility of restructuring the membership of the EDA. He stated that there had been discussion about including other business people in the community and having members from other commissions such as the Planning Commission. He indicated that he would like the EDA to consider this unique opportunity in order to spur additional interest in the City. He stated that he feels there may not be much economic development without the involvement of people that have a vested interest in there being economic development. He noted that he would also like the EDA to consider the idea of contracting with an EDA consultant.

Board member Goodsell suggested that someone like a commercial real estate broker may be a good fit to serve on the EDA.

Board member Skjaret gave examples of development in Lakeville where the EDA had offered some incentives on property taxes or utilities in order to get businesses to move into the City. He noted that there are a number of commercial and industrial vacancies throughout the City that he would like to see filled.

Chair Dyvik stated that he thinks some of this will take care of itself when more residents are brought into the community with projects such as the Zvago development. He stated that he feels that things that are on the cusp of taking off and when they do, he feels it will really attract other businesses to the City.

Board member Goodsell suggested meeting with Lakeville to discuss some of what they did to be successful.

Weske stated that if the EDA wanted to change its structure, he would suggest the chair of the Planning Commission, the Mayor and the Pro-Tem to be the first members of the EDA and then

additional members can be added how they see fit. He stated that he would want it to be done in a manner where the function of the EDA is not interrupted. He suggested that the EDA take a look at the Hutchinson EDA website, because they are very active and serve as a separate entity from their City Council.

The EDA discussed ways of adding additional members and ways to garner some interest in the vacancies.

Weske stated that perhaps a short-term contract with an EDA consultant may be a good idea in order to work with the Chamber of Commerce and solicit some interest in the vacancies and noted that this type of activity ebbs and flows.

**ADJOURN**

*A motion was made by Miner, seconded by Hultmann, to adjourn the meeting at 6:23 pm. Ayes: all.*

Respectfully submitted,  
Scott Weske, Executive Director